

# PANEL ATTORNEY ORIENTATION

Monday, September 11, 2017 (Sacramento)

Monday, September 25, 2017 (Diamond Bar)

8:00 a.m. – 8:15 a.m.

## **Welcome & Program Guidelines**

*Jennifer Neill, Chief Counsel*

*Tiffany Shultz, Assistant Chief Counsel*

Website (Inmate Locator)

Gold cards

8:15 a.m. – 9:00 a.m.

## **Division of Rehabilitative Programs**

*Nikki Gunter and Jessica Fernandez*

Inmate Programming / Update

9:00 a.m. – 10:00 a.m.

## **Attorney Program Updates**

*Sandra Maciel, Chief Deputy and*

*Tara Doetsch, Staff Services Manager I*

Program Guide Changes

BITS Attorney Hiring Process

Malpractice / TB/ State Bar Requirements

Attorney Declines/Voluntary Suspensions

Demystifying the Scheduling Process

Calendar Change Requests to

[BPHLifeAnalyst@cdcr.ca.gov](mailto:BPHLifeAnalyst@cdcr.ca.gov)

10:00 a.m. – 10:30 a.m.

## **Administrative Processes**

*Sandra Maciel, Chief Deputy,*

*Program Operations*

Satellite Unit (Case Records)

Additional Commissioners

Professionalism

Billing

10:30 a.m. – 10:45 a.m.

BREAK

10:45 a.m. – 12:00 p.m.

## **Parole Hearing Process**

*Tiffany Shultz, Assistant Chief Counsel*

*Michelle Mayer, Senior Staff Attorney*

*Mina Choi, Staff Attorney*

Waivers, Postponements, Stipulations

Substitution of Counsel (BPH 1003)

Proposed CRA and Youth Offender Regulations

Requests for Decision Review

Notice of Confidential Information

Proposed Legislative Changes

Stakeholders Meeting re Hearing documents

12:00 p.m. – 1:30 p.m.

LUNCH BREAK

1:30 p.m. – 5:00 p.m.

## **Overview of Americans with Disabilities Act**

*Heather McCray, Assistant Chief Counsel*

*Norma Loza, Senior Staff Attorney*

*Marcus Bole, Senior Staff Attorney*

*Jim Logsdon, Staff Attorney*

Best Practices for Representing Inmates with Disabilities

Mental Health and Medical Disabilities

Legal Update regarding Other Disabilities